



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
**David A. Stella**  
SECRETARY

801 W Badger Road  
PO Box 7931  
Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax (608) 267-4549  
<http://etf.wi.gov>

**CORRESPONDENCE MEMORANDUM**

**DATE:** August 16, 2010

**TO:** Employee Trust Funds Board  
Teacher's Retirement Board  
Wisconsin Retirement Board

**FROM:** Arlene Larson, Manager  
Self-Insured Health Plans  
Division of Insurance Services

**SUBJECT:** It's Your Choice Enrollment Period Established

**This memo is for informational purposes only. No Board action is required.**

At its April 13, 2010, meeting, the Group Insurance Board established the It's Your Choice (IYC) enrollment period as a four-week period from October 4-29, 2010. Previously the IYC enrollment period had run for three weeks in October.

Several factors motivated the expansion of the enrollment period from three to four weeks. These include:

- Employees and annuitants will now be able to electronically enter their health insurance change information for submission to the employer and/or the Department of Employee Trust Funds. While this should make the enrollment process more efficient, there is likely to be a learning curve associated with the new process.
- Since many IYC books are offered to employees electronically, printing volumes have been significantly lowered and print production and distribution timeframes may be shortened.
- Over the years, members have been asking for a longer enrollment period. Due to the tight booklet production and distribution deadlines, in addition to payroll processing steps, we have been unable to accommodate these requests – until now.

Staff has consulted with payroll representatives and believes a four-week enrollment period can be accommodated.

I will be available at the Board meeting should you have any questions.

Reviewed and approved by Lisa Ellinger, Division of Insurance Services.

*Lisa Ellinger*  
Signature

8/20/10  
Date

Board	Mtg Date	Item #
Jl	9.16.10	5D